

**American Embassy, New Delhi**

**NO.:** 14-310

**DATE:** December 24, 2014

**FROM:** Craig Cloud - Minister Counselor for Management Affairs

**TO:** All New Delhi Americans

**SUBJECT:** Vacancy Announcement

**OPEN TO:** U.S. Eligible Family Members (USEFMs), Eligible Family Members (EFMs), and Members of Household (MOH) - All Agencies and U.S. Citizens

**POSITION:** Procurement Specialist, USAID/India  
(Resident-Hire U.S. Personal Services Contract), GS - 9

**OPENING DATE:** December 24, 2014

**CLOSING DATE:** January 14, 2015

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** GS-9 equivalent (Market range \$ 41,979 to \$ 54,570)  
Salary to be paid within this grade depending on the experience, qualifications, and salary history.

**LENGTH OF HIRE:** One year with the possibility of extension

**ALL APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in New Delhi is seeking an individual for the position of Procurement Specialist (Resident-Hire U.S. Personal Services Contract) for USAID/India.

**BASIC FUNCTION OF POSITION**

The position is located in USAID/India's Regional Office of Acquisition and Assistance (ROAA). As part of the USAID/ India ROAA, the incumbent will be responsible for supporting the execution of critical Acquisition and Assistance (A&A) functions related to close-outs, cost/price analysis and general procurement support. Incumbent will report to and be under the direct supervision of the Director, ROAA.

**The incumbent's duties and responsibilities will include:**

1. **Award Closeout:** Responsible for the basic steps needed for the administrative closeout of physically completed A&A instruments, collectively referred to as "awards." Award Closeout Responsibilities include supporting compliance with all terms and conditions in the award during the closeout process, including any applicable regulations and required procedures, including the following: FAR 4.804 - Closeout of contract files; FAR 42.708 -Quick Closeout Procedures; OMB Circular A-110 - Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations, Subpart D.71; and 22 CFR 226.71-73.
2. **Cost/Price Analysis:** Responsible for the cost/price analysis requested by an AO/CO in support of determining whether or not the proposed costs and prices are fair and reasonable. Cost analysis refers to the detailed element-by-element review and evaluation of each component of cost proposed by an organization for a particular program. Price analysis is the evaluation and review of the total price of an item (or program) without regard to the individual elements of cost. The most common sources of objective data include: Historical prices/costs; Catalog or market prices; Cost Estimating Relationships (CERs); Government estimates; and Government cost or prices.
3. **Procurement Operations Support:** Responsible for supporting overall procurement operations as required by the Supervisor. Assigned tasks will be coordinated, collaborative and creative to allow for synergies and facilitate knowledge sharing and streamlining towards providing impeccable procurement support.
4. **Procurement Systems Support:** Responsible for supporting procurement systems in the office as required by the Supervisor. Assigned tasks will be coordinated, collaborative and creative to allow for synergies and facilitate knowledge sharing and streamlining towards providing impeccable procurement systems support.

A copy of the complete position description listing all duties and responsibilities is available on USAID/India website <http://www.usaid.gov/india/careers>. It can also be obtained from the USAID India Human Resources Division (Contact: Vandana Sharma, Human Resources Specialist at Ext. 8117 or e-mail: [vsharma@usaid.gov](mailto:vsharma@usaid.gov)<mailto:vsharma@usaid.gov>)

## QUALIFICATIONS REQUIRED

**All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

- 1. Education:** Completion of an undergraduate degree is required.
- 2. Prior Work Experience:** At least two years of responsible procurement experience is required.
- 3. Language Proficiency:** Fluency (Level IV) in English communication is required.
- 4. Knowledge:** The incumbent should have detailed knowledge of procurement regulations, instructions and procedures for supply sources for local and off-shore procurements; and small purchase procedures. The incumbent should have a good working knowledge of local suppliers and product availabilities to be able to assess reliability and capability of contractors/suppliers, and prices.
- 5. Skills and Abilities:** The incumbent must possess skills to organize and operate procurement functions in an effective manner and to be able to withstand the scrutiny of an audit; ability to respond to or draft correspondence in English; ability to deal effectively with colleagues, supervisor, suppliers and contracts utilizing tact and diplomacy; a high degree of integrity and honesty; excellent working use of MS Office programs including Word and Excel.

Note: This position is under a resident-hire U.S. Personal Services Contract with limited fringe benefits.

## SELECTION PROCESS

After the closing date for receipt of applications, a committee will be convened to review applications and evaluate them in accordance with the evaluation criteria. Applications from candidates which do not meet the required selection criteria will not be scored. As part of the selection process, finalist candidates may be interviewed either in person or by telephone at USAID's discretion. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant. Only finalists will be contacted by USAID with respect to their applications. The selected candidates for this position must obtain a "Facility Access" level clearance within a reasonable period of time (USAID will provide details regarding this clearance to the selected candidate) from USAID/Washington's Office of Security. A substantial delay in obtaining the required clearance will make the applicant ineligible for selection.

USAID/India expects to award a personal services contract for a one-year base period with the possibility of extension, commencing as early as practically possible subject to security and medical clearances and funds availability. The duty post for this contract is New Delhi, India.

**Evaluation factors:**

- a. Demonstrated written and verbal communication skills, as well as computer skills (to be tested during the interview process). (25 points)
- b. Demonstrated analytical, organizational, and creative thinking skills. (25 points)
- c. Depth and relevance of prior experience with commercial or U.S. Government procurement, modern office processes/systems and social media. (25 points)
- d. Interpersonal skills and ability to manage work flows, work as a team member with diverse colleagues, and provide leadership in areas of competency.

(25 points)

Total = 100 points

**ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. The candidate must be able to obtain and hold a 'Facility Access" level security clearance.

**TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family member (DS-174) (attached). Please note: Must answer all the questions in DS-174 application form.

You may also click the link below to access the above form:

[http://www.usaid.gov/sites/default/files/documents/1861/Application%20for%20Employment%20-%20Form%20DS-174\\_0.doc](http://www.usaid.gov/sites/default/files/documents/1861/Application%20for%20Employment%20-%20Form%20DS-174_0.doc)

OR

2. A current resume or curriculum vitae that provides the same information found on the UAE (see Definitions); or
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet.

## **SUBMIT APPLICATION TO**

Submit print copies of applications to:

Human Resources  
United States Agency for International Development  
U.S. Embassy  
Shantipath, Chanakyapuri  
New Delhi - 110 021

Or

Electronic Submission to: [indiaper@usaid.gov](mailto:indiaper@usaid.gov)<mailto:[indiaper@usaid.gov](mailto:indiaper@usaid.gov)>

## **POINT OF CONTACT**

Mr. Yashwant Kumar Kainth, Executive Officer

Telephone: [91-11-2419-8542](tel:91-11-2419-8542)

**CLOSING DATE FOR THIS POSITION: (JANUARY 14, 2015 COB 17:00 hrs.)**

The U.S. Mission in New Delhi provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

## **POSITION DESCRIPTION FOR: USPSC Procurement Specialist (Resident-Hire)**

### **INTRODUCTION**

The United States has had a development partnership with India for over 60 years. This partnership has yielded many landmark successes, such as the Green Revolution and developing effective national programs in HIV/AIDS and tuberculosis. India's emergence as a regional and global power and rapidly growing trade and investment partner creates a strategic opportunity to evolve the traditional donor-recipient model of development into true partnership, in which the United States and India join forces to tackle development challenges in India and globally.

India's leadership in innovating products, processes and service delivery models to benefit vulnerable populations has helped lift millions out of poverty and holds great potential for broader replication to address today's global development challenges. USAID is transforming its programs to support India as a development innovation laboratory for U.S. and Indian partners to develop, test, and scale new tools and technologies to advance development solutions across Asia and globally. USAID/India is increasingly seen as a new model for USAID missions around the world with a focus on innovative solutions to development. USAID/India is a full-service, regional mission with 19 U.S. Direct Hire (USDH) employees, 83 Foreign Service Nationals (FSNs), and 3 U.S. Personal Service Contractors (USPSCs). The Mission is also field headquarters for a growing regional program. The Mission formulates and implements a bilateral cooperation program totaling \$108 million annually with an operating expense budget of \$3.1 million. The Mission is developing a new cooperation strategy with a focus on partnerships and innovation within the three primary sectors of energy and the environment, health (health system strengthening for HIV/AIDS, family planning, maternal and child health, polio eradication, and tuberculosis) and food security and agriculture, buttressed by programs in education, governance and women's equality. The Mission provides financial and contracting support for USAID programs in Sri Lanka and the Maldives and legal support for programs in Nepal, Sri Lanka and the Maldives. This position is located in New Delhi.

### **BASIC FUNCTION OF POSITION**

As part of the USAID/India Regional Office of Acquisition and Assistance (ROAA), the incumbent will be responsible for supporting the execution of critical Acquisition and Assistance (A&A) functions related to close-outs, cost/price analysis and general procurement support. Incumbent will report to and be under the direct supervision of the Director, Regional Office of Acquisition and Assistance (ROAA). Incumbent's duties will focus on the following areas: 25% Award Closeout; 25% Cost/Price Analysis; 25% Procurement Operations Support; and, 25% Procurement Systems Support.

## **MAJOR DUTIES AND RESPONSIBILITIES**

- 25% Award Closeout
- 25% Cost/Price Analysis
- 25% Procurement Operations Support
- 25% Procurement Systems Support

### **AWARD CLOSEOUT (25%):**

Responsible for the basic steps needed for the administrative closeout of physically completed A&A instruments, collectively referred to as “awards.” Award Closeout Responsibilities include supporting compliance with all terms and conditions in the award during the closeout process, including any applicable regulations and required procedures, including the following: FAR 4.804 – Closeout of contract files; FAR 42.708 -Quick Closeout Procedures; OMB Circular A-110 – Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations, Subpart D.71; and 22 CFR 226.71-73. These responsibilities and functions include but are not limited to:

1. Working with Contracting Officer (CO)/Agreement Officer (AO) to issue the award completion statement.
2. Working with Contracting Officer’s Representative (COR)/Agreement Officer’s Representative (AOR) to ensure certification that all supplies or services for a specific award have been received. This includes the delivery of all required reports, the proper disposition of property, and any other award requirements.
3. Verifying, with the COR/AOR’s assistance, the financial status of the award and assisting with the COR/AOR coordination with the CO/AO to de-obligate excess funds as soon as they are identified.
4. Liaising with the paying office, Overhead, Special Costs, and Closeout Team (M/OAA/CAS), and the Contract Audit Management Team, as appropriate. Ensuring that the paying office provides the CO/AO with financial status information; the paying office also de-obligates funds during the closeout of Mission- administered awards. For awards paid under a Letter of Credit, M/CFO/CMP/LOC provides the financial status information. The Contract Audit Management Team (M/OAA/CAS/CAM), the Regional Inspector General (RIG), or another designated office may be the Audit Management Officer for a particular award.
5. Ensuring that the following actions are completed during the last three months of award performance:
  - Support the CO/AO with the review of the official award files to ensure they include all required documentation (see FAR 4.803, Contents of Contract files).
  - Verify that the COR has received the demobilization plan (if required under the award and demobilization actions are being followed according to the plan.)
  - Consult with the CO/AO to follow up on whether the de-obligation of excess residual funds is warranted and subsequently the de-obligation process for these funds, if appropriate (see the De-obligation Guidebook).
6. Supporting the CO/AO with the administrative closeout of an award as soon as possible after physical completion, but no later than three months after physical completion. Focusing on determining whether there are excess funds that can be de-obligated. The CO/AO or his or her designees are responsible for performing the remaining closeout

actions for specific instrument types in accordance with the timelines established in FAR 4.804-1 (Note: Although the FAR does not apply to assistance awards, USAID applies the same timelines to assistance awards as a matter of policy). Refer to the ADS document: Guidance on Closeout Procedures for A&A Awards, An Additional Help Document for ADS Chapters 302 and 303.

### **COST/PRICE ANALYSIS (25%):**

Responsible for the cost/price analysis requested by an AO/CO in support of determining whether or not the proposed costs and prices are fair and reasonable. Cost analysis refers to the detailed element-by-element review and evaluation of each component of cost proposed by an organization for a particular program. Price analysis is the evaluation and review of the total price of an item (or program) without regard to the individual elements of cost. The most common sources of objective data include: Historical prices/costs; Catalog or market prices; Cost Estimating Relationships (CERs); Government estimates; and Government cost or prices. These responsibilities and functions include but are not limited to:

1. Assisting with analyzing the awardee's projected estimated costs for reasonableness, reviewing in detail the significant direct and indirect cost elements of material, labor, overhead, general and administrative expenses, facilities, engineering, special tooling, packaging and packing, and other costs which extend over the life of the award. Analyzes costs for allowability, allocability, and reasonableness. Provides a detailed documentation on the awardee's methodology in arriving at the proposed cost of each element and recommends agreement or disagreement with the proposed amount. Analyses generally form the basis of the final price negotiation position for such elements and costs.
2. Supporting the review of technical and audit reports on various cost elements, such as engineering, start-up-labor, performance bonding, escalation factors, and profit to help determine the reasonableness of the various cost elements or justified exceptions in terms of such factors as risk, extent of Government assistance, problems of capital investment, and extent of sub-awarding. Assists in the preparation of a price/cost analysis report of conclusions reached.
3. Assisting, as required, on price or cost analysis in the report of findings for: (a) should-cost studies (i.e., an in-depth cost study of an awardee's total operation for a specialized procurement action which takes into account whether the awardee has used the most efficient methods, considering all circumstances, in preparing the proposal); (b) forward-pricing rate agreements (FPRA) negotiated between the awardee and the Government to assure a reasonable projection of specified costs to be incurred in future periods; or (c) conflicting or ambiguous statements contained in advisory audit and technical reports.
4. Helping to establishing the pre-negotiation pricing position and/or the final negotiation objectives.
5. Assists in the monitoring of awardee's policies, procedures, and practices for managing and controlling award costs.

## **PROCUREMENT OPERATIONS SUPPORT (25%):**

Responsible for supporting overall procurement operations as required by the Supervisor. Assigned tasks will be coordinated, collaborative and creative to allow for synergies and facilitate knowledge sharing and streamlining towards providing impeccable procurement support. These responsibilities and functions include but are not limited to:

1. Providing back-up support to ROAA's A&A Clerk.
2. Coordinating meeting logistics for internal and external meetings.
3. Arranging travel.
4. Using Microsoft Office Suite software including Excel, Word, PowerPoint and Access to create documents and tracking tools.
5. Scheduling conference calls, DVCs/VTCs and meetings as needed.
6. Scanning, printing, photocopying, and emailing documents.
7. Designing and layout documents and informational and briefing materials as needed.
8. Sending mass communications on behalf of ROAA/India.
9. Conducting surveys and creating forms, documentation and templates as needed.
10. Assisting with maintaining calendars and scheduling.
11. Attending meetings on behalf of ROAA to take notes and collect information.
12. Filing, retrieval, and destruction of records as in accordance with USAID's pertinent regulations.

## **PROCUREMENT SYSTEMS SUPPORT (25%):**

Responsible for supporting procurement systems in the office as required by the Supervisor. Assigned tasks will be coordinated, collaborative and creative to allow for synergies and facilitate knowledge sharing and streamlining towards providing impeccable procurement systems support. These responsibilities and functions include but are not limited to:

1. Creating and updating ad hoc procurement databases.
2. Providing database instruction and training.
3. Monitoring and correcting data integrity.
4. Monitoring and maintaining Procurement Action Lead Time (PALT) tracking, project, reporting, and deliverable timelines as needed.
5. Conducting research into innovative, technical solutions to resolve work environment bottle necks.
6. Supporting the ROAA virtual procurement platform.
7. Conducting ongoing information gathering to identify opportunities for ROAA process improvement.

## **REQUIRED QUALIFICATIONS**

- a) **Education**: Undergraduate Degree required.
- b) **Prior Work Experience**: At least two years of responsible procurement experience is required.
- c) **Language Proficiency**: Level IV English ability (fluent) is required.
- d) **Knowledge**: Detailed knowledge of procurement regulations, instructions and procedures for supply sources for local and off-shore procurements; and small purchase procedures. Should have a good working knowledge of local suppliers and product availabilities to be able to assess reliability and capability of contractors/suppliers, and prices.
- e) **Skills and Abilities**: Must possess skills to organize and operate procurement functions in an effective manner and to be able to withstand the scrutiny of an audit. Ability to respond to or draft correspondence in English is essential. Must be able to deal effectively with colleagues, supervisors, suppliers and contractors utilizing tact and diplomacy. A high degree of integrity and honesty is essential and required.
- f) **Computer Skills**: Excellent working use of MS Office programs including Word and Excel.

## **POSITION ELEMENTS**

- a) **Supervision Received**: Directly supervised by the Director, ROAA/India.
- b) **Available Guidelines**: Federal Acquisition Regulations (FAR), USAID Procurement Regulations (AIDAR), ADS, other written directives, the GSA Catalog, U.S. Federal Specifications & Standards, etc.
- c) **Exercise of Judgment**: The incumbent directly supports the effective use and stewardship of vast amounts of USG resources, and consequently must exercise sound judgment in performing duties that have financial implications and where no clear precedents exist.
- d) **Authority to Make Commitments**: Incumbent makes independent decisions on management of the assigned actions and has wide latitude to negotiate with counterparts on various A&A issues.
- e) **Nature, Level and Purpose of Contacts**: Liaises with USAID staff and awardees to support close-outs and cost/price analyses.
- f) **Supervision Exercised**: None.
- g) **Time Required to Perform Full Range of Duties**: One year.